

Adopted: September 2001 , Revised: _____**Class Title: Water Quality Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages multiple laboratory operations while ensuring that water meets or exceeds state and federal regulations. Prepares operational, water quality and project reports.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Directs and coordinates activities by managing staff, monitoring events, responding to citizen complaints, coordinating meetings, developing and reviewing reports, overseeing the water treatment process, ensuring quality control, researching new technologies and processes for water treatment, and representing the department at meetings.
2	L	Resolves water quality problems by investigating treatment problems, identifying solutions, and communicating the solution to staff.
3	S	Manages the generation, storage, and retrieval of data by analyzing the type of data, length of time, storage location, database type, how the data is retrieved; and determining storage needs.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience with water supply systems operations.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read Federal regulations, manuals, letters, research, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as algebraic and statistical calculations.
Writing	Work requires the ability to write letters, reports, memorandum, and general correspondence.
Managerial	Managerial responsibilities include developing long-range plans, managing Water Quality Division activities, and directing staff assignments and workloads.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Observations, supervision of staff
Sitting	F	Computer, desk work, meetings, driving
Walking	O	Performing inspections, supervision of staff, to/from meetings
Lifting	R	Paperwork
Carrying	R	Paperwork
Pushing/Pulling	R	Chairs, desk drawers
Reaching	O	Office supplies, across desk
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad
Kneeling	R	Performing inspections
Crouching	R	Performing inspections
Crawling	N	
Bending	O	Performing inspections
Twisting	R	Performing inspections
Climbing	O	Ladders
Balancing	O	Ladders
Vision	C	Computer, desk work
Hearing	C	Staff, supervisor, citizens, telephone
Talking	F	Staff, supervisor, citizens, telephone
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculator, computer, laser or inkjet printer, Standard Microsoft Windows and Office software, Visual Basic, SQL server client

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Respirator, goggles

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)